

CONFIDENTIAL

MORNING MEETING NOTES

Monday, 23 May 1960

PRESENT: Stewart, [redacted]

5. Overtime Statistics: [redacted] said that he had an interesting talk with [redacted] about the kinds of statistics their new system will produce on overtime and about the deficiencies in historical data on overtime. He and [redacted] will take this up further.

PRESENT: Stewart, [redacted]

Friday, 27 May 60

2. Retirement Planning: Mr. Stewart referred to a conversation he had with an Agency employee who had come to him for retirement information. He suggested that it might be timely to publish something in the Support Bulletin or to give distribution to the CSC Question and Answer pamphlet for people who were interested. It was agreed that [redacted] would be encouraged to stay in touch with Personnel Officers who might CASUALLY bring up with people that might be interested in finding out what their benefits were, that the answers were available and informally discuss their plans (if any) with them. It was agreed that [redacted] approaches to individual employees should continue to be on the basis of fairly imminent retirement eligibility but that the Personnel Officers might know of younger people who would be interested in finding out what their benefits are but not know where to go.

4. SPA Conference: [redacted] noted that programs for this conference (about 3 & 4 Jun) had come in and that we anticipated questions about attendance. It was decided to follow the rules of prior years: employees who want to attend lectures and sessions may be excused from work to do so ("administrative" leave) but they must pay their own registration fees, etc.

[redacted]

[redacted]

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